



3911 Central Avenue  
P.O. Box 6576  
Great Falls, Montana 59406  
(406) 771-6040  
1-800-882-6732  
[www.msdb.mt.gov/foundation.html](http://www.msdb.mt.gov/foundation.html)

## **Executive Assistant Montana School for the Deaf & Blind Foundation**

**Job Title:** Executive Assistant

**Job Location:** Montana School for the Deaf and Blind, Great Falls, Montana

**Starting Range:** \$11.00/hr to \$14.54/hr depending on training and experience

**Status:** Permanent, part-time; 20 hours per week

**Employer Paid Benefits:** Federal OASDI and Medicare, and 20 hours vacation leave the first year

**Accepting Applications Until:** March 29, 2019

---

### **NATURE OF WORK:**

The position is a part-time (20 hrs per week) Executive Assistant for the MSDB Foundation, a 501(c)3 nonprofit charitable organization. Immediate supervisors are the Foundation President and the School Superintendent. The Executive Assistant is also responsible to the direct supervision of the Foundation Board and is expected to coordinate closely with committee heads.

### **ESSENTIAL FUNCTIONS OF WORK: (May not include all duties performed)**

- Represent the Montana School for the Deaf and Blind and Foundation as ambassador.
- Record and transcribe minutes of business and committee meetings.
- Processing the mail and email in a timely manner.
- Work with the Foundation budget, to include a general understanding of all line items and functions.
- Coordinate the Foundation donations with proper correspondence.
- Work with the report of annual contributions for acknowledgement in the Foundation newsletter.
- Organize the quarterly meeting agenda with the president and proper communications to board members and staff. Notify board members and arrange all board meetings. Help with committee meetings as requested.
- Assist Grantwriter with all grant applications, to include all proper documentation and proper accounting procedures for.
- Help with the marketing strategy on all advertising done by the Foundation.
- Exercise executive responsibility as requested by Foundation officers. Interact with the School staff and students to keep Foundation accomplishments in front of those who are receiving the benefit.
- Update the Board President on all activities of the Foundation
- Ensuring accessibility of meetings and documents by arranging for and/or producing enlarged or braille copies of meeting materials and by arranging for ASL interpreting services during the meetings

**REQUIREMENTS OF WORK:**

- Efficient and knowledgeable in office management, public relations, development, fundraising, donor relations, and nonprofit organizations preferred
- Effectively manage working with a Board of trustees
- Ability to think critically and solve problems while working independently
- Positive interaction with the School Superintendent, staff, Grantwriter and Foundation Bookkeeper
- Computer skills to include working with Word, Access and Excel
- Telephone skills with phone etiquette
- Accurately recording and transcribing minutes of meetings with audio recording equipment and word processing programs
- Managing office files
- Willingness to learn about nonprofits, MSDB and the events sponsored by the Foundation
- Experience in working with individuals who are deaf, hard of hearing, blind, visually impaired or deaf-blind is beneficial
- Social media experience preferred in order to build donor relations. These would include Facebook, Email, Twitter (optional), and an email client like Constant Contact.

**CORE COMPETENCIES:**

- |  |  |
|--|--|
| • Ethical conduct                                    | • Personable   |
| • Exhibit a highly moral persona around the children | • Trustworthy  |
| • Excellent oral and written communication skills    | • Self-motivated   |
| • Positive attitude                                  | • Ambassador for the Montana School for the Deaf and Blind |

**SUPERVISORY RESPONSIBILITY:**

- None

**PHYSICAL DEMANDS AND OTHER INFORMATION:-**

- Lifting/carrying up to 25lbs.
- The employee is required to operate word processing software that requires repetitive motion of hands and arms, reach with hands and arms, stoop, kneel, or run.
- Ability to stand, walk, and sit. The Foundation will make reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the Foundation to consider any such accommodations, the applicant must notify the Foundation in writing of any needed accommodation by the application deadline.
- MSDB is a nonsmoking environment extending to the entire campus.

**Reasonable accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Montana School for the Deaf and the Blind, Foundation, Inc. using the information provided above.

**TRAVEL:**

- Periodic local travel during work hours.
- Occasional travel for off-site meetings, presentations, fundraising events or training.

**BENEFITS:**

- Vacation and Sick Leave

**Immigration Control and Reform Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

**Special information:** This agency has been declared a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a valid Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. Any person who is regularly assigned to work on the campus of MSDB, regardless of the employer, and who may have unsupervised contact with students shall submit to a fingerprint-based national criminal history background check conducted by the Federal Bureau of Investigation.

**Application materials required are:**

1. A cover letter of interest for the position.
2. A resume or vita outlining all education, training and work experience related to this position.
3. Three letters of professional reference.
4. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form. <http://msdb.mt.gov/about/employpref.pdf>

**Applications may be sent to:** MSDB Foundation, Inc., PO Box 6576, Great Falls, Montana 59406 or e-mailed to [foundation@msdb.mt.gov](mailto:foundation@msdb.mt.gov).

**Application deadline:** Applications may be returned to the Montana School for the Deaf and the Blind Foundation, Inc. by **5:00 P.M., March 29, 2019.**

*REVISED March 2019*

---

The Montana School for the Deaf and the Blind Foundation, Inc is an Affirmative Action/Equal Opportunity Employer (EOE). The MSDB Foundation, Inc. will not discriminate in its programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. This announcement is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.